

**TOWN OF MANSFIELD  
PERSONNEL COMMITTEE**

**Monday, July 22, 2011  
Audrey Beck Municipal Building, Conference Room B  
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Christopher Paulhus, Peter Kochenburger

Staff Present: Maria Capriola, Assistant to Town Manager, Dennis O'Brien, Town Attorney

The meeting was called to order at 8:30 a.m.

**1. APPROVAL OF MINUTES**

The meeting minutes of 7/11/11 were moved as presented by Kochenburger, seconded by Paulhus and adopted unanimously.

**2. ETHICS ORDINANCE**

The Committee reviewed potential revisions to the Code (dated 7-22-11).

- 25-5(a) – new terminology added to help clarify term appointments. By consensus, the Committee agreed with the added language as presented.
- 25-5(e) – revised language regarding political activity for Board members. By consensus, the Committee agreed with the added language as presented.
- 25-6(m) - revised language regarding political activity for public officials and employees while they are “on the clock” for the Town. By consensus, the Committee agreed with the added language as presented.

Kochenburger moved, seconded by Paulhus, to send the revised version (7-22-11) as presented to Council for its July 25<sup>th</sup> meeting. The motion passed unanimously.

**3. HR ORDINANCE**

The Committee reviewed and discussed the draft HR Ordinance (dated 6-17-11). By consensus, the Committee decided on two revisions:

- Adding a sentence to identify major components of the HR Program such as recruitment and retention, employee benefits, risk management, labor relations, etc.
- Adding the words “relevant state and federal requirements” after “section C601” in the last paragraph of the ordinance.

The Committee unanimously approved sending the draft HR Ordinance as revised to the Council in August.

**4. PERSONNEL RULES**

The Committee completed its discussion of the draft revised personnel rules. Kochenburger moved, seconded by Paulhus to send the draft revised personnel rules to Council in the fall.

The meeting adjourned at 9:25 a.m.

Respectfully Submitted,  
Maria E. Capriola, Assistant to Town Manager